

**STATE CONTROLLER'S OFFICE
PERSONNEL/PAYROLL REVIEW COMMITTEE NOTES
MAY 2003**

DATE: June 11, 2003

TO: All Civil Service/Exempt Departments

FROM: State Controller's Office
Don Ward, Manager
Personnel/Payroll Operations
(916) 322-8805

RE: PERSONNEL/PAYROLL REVIEW COMMITTEE NOTES

This recaps the May 8, 2003 Personnel/Payroll Review Committee (PPRC) meeting and provides information for the June 12, 2003 meeting.

We would like to thank those department representatives that participated in the April meeting for their time and effort. There were 52 representatives from 36 departments that participated in this meeting.

Personnel/Payroll Review Committee
May 8, 2003 Meeting Notes

The meeting was called to order at 1:30 by Don Ward.

Departments represented:

Aging, Air Resources Board, Board of Equalization, Ca Housing Finance Agency, CA Integrated Waste Management, CalPERS, CA Student Aid Commission, Corporations, Corrections, Developmental Services, Developmental Services Sonoma, EDD, Energy Commission, Finance, Financial Institutions, Food and Agriculture, Forestry and Fire Protection, Franchise Tax Board, General Services, Housing & Community Development, Lottery, Managed Care, Mental Health, Parks and Recreation, Rehabilitation, Secretary of State, State Controller's Office, State Personnel Board, Teale Data Center, Toxic Substances Control, Transportation, Treasurer's Office, Unemployment Insurance Appeals Board, Water Resources, Water Resources Control Board, Youth Authority.

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Old Business:

None

New Business:

Agenda Items

Distribute Handout Materials

Approve Prior Meeting Notes

Guest Speakers

SCO Update

Department Issues/Concerns

Confirm Next Meeting Agenda, Time and Place

Discussion:

Approved April 2003 meeting notes.

Guest Speaker:

Alan Waite from SCO's Program Management and Analysis Bureau provided an overview on the Work Number for Everyone. The Work Number for Everyone is an Automated Employment and Salary Verification service for state employees. It's a voluntary program involving 208,000 employees (185,000 active, 23,000 separated) from over 70 departments and 8 campuses. State employees working for departments and campuses participating in the program can use the service to provide immediate employment and salary verification by touch tone phone for credit and reference requests 24 hours a day, 7 days a week. Some departments choose not to participate due to the low number of monthly employment verifications they process. NOTE: Separated employees are on the Work Number system for 18 months after their date of separation. If we continue to do 1500 verifications per month as we are doing now, the time savings is, at 1/2 hour each, 750 hours each month or 10,000 hours annually. This process moves the cost of doing a verification from your shop to the business requesting the verification.

The cost is not normally passed on to the employee, the cost is figured into the cost of processing a loan and the business saves money on the other end because the verifications are done within a few minutes, rather than the 3-5 days it takes to have the full verification done by the Human Resources staff.

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The state employee Identification Number (ID) used to access the system is the last 6 digits of the employees social security number and the month and day of their birth. These are combined and used as a 10 digit ID number. Most of the problems in not being able to find an employee on the system are caused by users incorrectly entering the employee ID number.

The PIN number for state employees has been pre-set as the mmdd of the employee's birth date. After the employee has accessed the system, they are prompted to change their PIN.

The brochures for the employee and the verifiers are available from the DGS web site. If you need an orientation package you may contact Alan at: Awaite@sco.ca.gov.

SCO Update:

Annual Headers Update: Mailed out April 30, 2003 and due back to PPSD on May 23, 2003.

Finance Conversion Tables: Mailed out April 30, 2003 and due back on May 20, 2003.

PPRC Notes: Based on suggestions from several departments, we placed the PPRC notes on the SCO web site. The notes for the 2003 calendar year are now available under Department/Campus Reference Data.

Position Control: Payroll Letter #03-117 was issued on April 14, 2003. In order to assure that your positions are accurately reflected in this year's schedules 8 and 7A, please submit your 607's according to the due dates listed.

Alternate Fund Code for PIP: We are close to releasing a modification to the PIP system that will prevent the erroneous keying of alternate fund criteria. This will be announced via a Payroll Letter very soon.

Item 962 on the PAR: We are seeing too many PARS with this field incomplete. This is a required item when a locked in premium is not to be included in the lump sum calculation.

Warrant Redeposit Requests: Please remind your Accounting Office that the full SSN must be completed on warrants returned for redeposit. We print the last four digits of the SSN and require the other 5 digits be added immediately preceding these numbers.

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MPC: Once again we are reminding you to key off the MPC (Master Payroll Certification) for your units. This will allow the payroll system to make adjustments and perform transfers of funds that would otherwise require that a 674 be submitted.

PIP Transactions: We continue to receive documents requesting attendance certification and adjustments to pay when departments can key 966 and 683 transactions via the PIP system.

674s: Only complete the payment type that you are requesting to be adjusted on the STD 674. We see many cases where departments complete every payment and adjustment for a pay period when you only need to provide the payments/adjustments for the pay type being adjusted.

QUESTIONS/ANSWERS:

Question: We had trouble receiving the garnishment warrant this month. Why were we told that it was a system problem?

Answer: We have contacted Disbursements and found that the Garnishment system had a limit that was thought to be sufficient. However, during April, the volume of active garnishments exceeded this limit. This caused many of the garnishments to fall out of the system. The problem has been fixed and we should not see this happen again in the future.

Question: Should we have our employees call the Garnishment Unit?

Answer: No, do not give your employees our phone numbers. We cannot talk to them (due to confidentiality) and it just frustrates them when we send them back to the Human Resources Office.

Question: Will the retirement account codes be changing?

Answer: Yes, effective July 1. A Personnel Letter will be released announcing these changes.

Question: What is the retention for 672, CD66 and etc?

Answer: Record retention information is available on the DGS web site at: www.documents.dgs.ca.gov/pd/recs/49ap2pay.pdf

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Question: Why doesn't the ENDI calculator carry the information and print it on the 674D?

Answer: This capability will be available soon. There will be a Payroll Letter that will explain the changes.

Question: We are having problems with not receiving the same copies of the A/R half slips that we used to get. This is causing problems for our Accounting Offices since they need these to reconcile. Why has this changed?

Answer: There was a change made at Disbursements in the way these were mailed. The unit has reversed this change and both copies are again being mailed along with the daily payroll using the same mailing label as is used for mailing payrolls and monthly reports.

Question: If we do not delete an unneeded suspended payment will it stay there forever?

Answer: Yes, you will need to request us to delete it.

Question: Can we have the limit for Planned Overtime increased?

Answer: No, we are not able to increase the limits on this payment type. If you need to pay more than allowable, per the limit, you must request two entries with time that does not match.

Question: What should we do with zero net deduction adjustment warrants?

Answer: We recently added the words "not negotiable" on zero net warrants. As such, you can release these along with the Earnings Statement to the employee.

Closing:

The meeting was adjourned at 3:20 PM.

The PPRC encourages attendance by department representatives interested in improving the efficiency of personnel/payroll administration. However, if you are unable to attend these meetings and you have an issue or question you would like the committee to address, please contact Don Ward with pertinent information.

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Next Meeting:

The next meeting is Thursday, June 12, 2003 from 1:30 to 3:30
at:

State Controller's Office
300 Capitol Mall, 6th Floor, Room 635
Sacramento, CA 95814

Listed below are the PPRC meeting dates for the 2003 calendar
year. All meetings are from 1:30 to 3:30 at the above location:

July 10, 2003
August 14, 2003
September 11, 2003
October 9, 2003
November 13, 2003
December 11, 2003

Should you have any questions regarding the PPRC meetings or have
additional input, please contact Don Ward at (916) 322-8805 or
via email at dward@sco.ca.gov.